

THE COLLEGE OF RICHARD COLLYER
MINUTES OF
THE NOMINATIONS COMMITTEE MEETING
HELD ON Friday 10 June 2022 at 16.00

Present: Mrs Ann Donoghue, Mrs Barbara Hobday, Mr Graham Lawrence, Mr Dan Lodge
(Principal)

In attendance: Mrs Russha Sellings

In the Chair: Mrs Barbara Hobday

1. **Chair's Introductions and Apologies for Absence:** apologies received and accepted from Dr David Skipp.
2. **Declarations of Interest:** none declared with respect of the items on the agenda.
3. **Minutes** of the meeting held on 25 March 2022 were approved without amendment.

4. **Matters Arising:**

Item 6a: Governor Recruitment Policy

See Item 7f

The Chair referred members to the proposed updates, specifically on page 3 of the policy. It was noted that the impact of the Systems Leadership related agendas would need to be considered in future recruitment due to the skillset required.

Item 6f: Prospective Co-optee update

New Co-optee, to the Q&C Committee, Mr Steve Allen, had started his induction and attended Upper Manager's Away Day (UMAD).

Item 7: Safeguarding training follow up

The Clerk reported that since the previous meeting, the mandatory training had been completed bar one Co-optee under the mentorship of Mr Lawrence *who agreed to follow up again*. **(Action: Mr Lawrence)**

Item 7: Mentoring timings

See Item 7g - Governor T&D Policy. The relevant updates had been made and were discussed later in the meeting.

5. **Appointments & Succession Planning**

Papers: Appointment Cycle, draft Committee membership 2022-23, summary report (attendance, skills & diversity)

a) Appointments to the GB

The Chair highlighted the proposed appointments. Of significance was the Audit Chair succession plan which would be endorsed. Future succession planning was also discussed, in particular Mercer Governors and Trustee appointments. There would be a Mercer Governor vacancy when Mr Hugh Stafford-Smith's latest term completed and into Autumn 2023-24 the position would become more challenging without further candidates coming forward. The Principal gave an update on Mercer recruitment activity, although strategies appeared more long term. It was noted a Mercer appointed Trustee was due to become the Master Mercer and *it was considered advisable to check whether this would present a conflict of interest, albeit only for a short period at the end of his tenure*. **(Action: Clerk)**

The Committee agreed that the Clerk would draw up a recruitment strategy and short candidate pack to support future recruitment for review and sharing with the Governing Body. **(Action: Clerk)**

Suggested inclusions were local employers, leadership contacts and organisations such as the Chamber of Commerce.

b) Draft Committee membership and Chairs / Deputies

Mr Lawrence suggested that given Mr Allen's experience with new school builds, he also be co-opted to the Estates Sub-Committee which was supported in principle due to the Sub-Committee being small in number. *Mr Lawrence took an action to confirm to Mr Allen and check his availability to observe the next meeting in July. (Action: Mr Lawrence)*

Mr Allen's details to be added to the Appointments Cycle having been omitted and the Estates Sub-Committee membership 2022-23 for approval at the next Governing Body meeting. *(Action: Clerk)*

Members also considered the opportunity to expand the membership of both Working Parties.

A discussion took place on whether a second Vice Chair would be required due to the current succession plan from Vice Chair to Chair. The Committee agreed there was merit in continuing with a joint Vice Chair arrangement and agreed to keep this under review.

Recommendation: That the Governing Body approve the appointments and proposed Committee membership for 2022-23 (as amended) at their next meeting.

c) Summary report on Attendance, Skills & Diversity

Members noted the data in the report. The Clerk advised the percentage rates for attendance were not representative where there were only a small number of meetings.

Since the change to the skills audit categories, there were no particular areas highlighted for attention, although local government scored the lowest. Mrs Donoghue agreed to reach out to a local councillor contact.

6. Governance Best Practice inc:

Papers: QIP updates 2021-22, guidance: external reviews of governance

a) QIP updates 2021/22

There were no further comments on the latest QIP updates.

b) Risk Management cycle

It was noted that the timing of the cycle would now align with the academic year and there were therefore no updates to be presented at this point.

c) External governance reviews

The Clerk provided a verbal update from a SFCA webinar and Clerks' Forum on the recently released guidance. Following an in-depth discussion on the need to plan, procure and prepare for an external review, the Clerk advised the optimum time to conduct a review would be Autumn 2023. This would allow time to embed the requirements in the new Code of Governance and the good practice identified from the reporting review as well as for the new Chair and Clerk to look further at the ToR and other aspects of the Rules & Byelaws. A timetable would be drafted by the Clerk and the Chair would update the Governing Body at their next meeting. *(Action: Clerk & Chair)*

7. Governor Document / Reporting Review

Papers: Scheme of Delegation (revised format), Rules & Byelaws, Governor Recruitment & T&D policies

a) Initial reporting review (Upper Managers' feedback)

Members took the opportunity to discuss the feedback received from the Governing Body during the strategy discussion at UMAD. Progress on initial areas would be made and a further update reported at the next Governing Body meeting. *(Action: Principal & Clerk)*

b) Growth strategy governance oversight

Not covered due to time constraints.

c) Scheme of Delegation

The Clerk proposed a reformatting of the document and in conjunction a compliance check had been undertaken. Policies and reports highlighted for delegation to SMT to be agreed by the Governing Body. During the process, it was also identified that some policies required approval of the Governing Body and could not be delegated to Committees, and these were also highlighted.

Recommendation: That the Governing Body approve the Scheme of Delegation including proposals for delegation.

d) Instrument & Articles

No further update.

Recommendation: That the Governing Body approve the current I&A at their next meeting.

e) Rules & Byelaws

As discussed under Item 6c, the Rules & Byelaws were presented with some initial amends. Further work was required which may lead to an additional review in the Autumn term. **(Action: Clerk)**

Recommendation: That the Governing Body approve the initial updates to the Rules & Byelaws at their next meeting.

f) Governor Recruitment Policy

g) Governor T&D Policy

The amendments to both policies were approved and it was agreed following the Clerk's suggestion that the documents be combined as a Governor Recruitment, Induction and Development Policy.

Resolved: The governance policies were approved and would be merged in future.

8. Any Other Business

Nothing to report.

9. Meeting Assessment inc.ToRs (see over and Rules & Byelaws)

Meeting assessment not covered due to overrunning. The ToR would be addressed in the full review of Rules & Byelaws.

10. Date of next meeting: Tuesday 8 November 2022 at 16:00 (before RemCo)

The Chair advised that she would not be available for both meeting and alternative dates/times would be proposed. **(Action: Clerk)**

The meeting ended at 17.00

Chair

Date

RRS 15/06/22